

Sample Baseline Submission

MANPOWER BASELINE SUBMISSION FOR THE STUDY OF

HQ Name of MACOM

WORK CENTER: SCJ32

UIC: SUWO96AA

TDA Para: 0323

BRANCH: Readiness Branch

DIVISION: Command and Control

ORGANIZATION: HQ Name of MACOM

MACOM: Name of MACOM

1. MANPOWER SUMMARY:

				TOTAL	TOTAL	TDA	OTHER	GRAND
	OFF	WO	ENL	MIL	CIV	TOTAL	TOTAL	TOTAL
TDA RQMT	0	0	0	0	2	2	0	N/A
TDA AUTH	0	0	0	0	2	2	0	N/A
ON-BOARD	0	0	0	0	1	1	1 *	2
CMDR REQUESTED	0	0	0	0	2	2	0	2

* The Readiness Branch Chief position has been vacant since July 2001; the position is filled on a temporary basis by an USAF Reserve Major (O-4) not on the TDA.

2. MISSION. The Readiness Branch exercises functional oversight of current readiness systems and serves as the command point of contact for the Joint Monthly Readiness Review (JMRR) assessment, Chairman's Quarterly Readiness Report to Congress, Quadrennial Defense Review, and primary staff advisor to MACOM for the ability to execute all theater Contingency Plans (CONPLANS) and Functional Plans (FUNCPLANS). As such, the Readiness Branch is responsible for managing and directing readiness reporting, to include coordinating with all Directorate POCs on periodic reporting, preparing reports and correspondence for the CINC, and monitoring the status of actions taken to address readiness deficiencies. The source of this mission statement is derived from DoDD 5100.1, CJCSI 5711.01, and CJCSI 3401.01B.

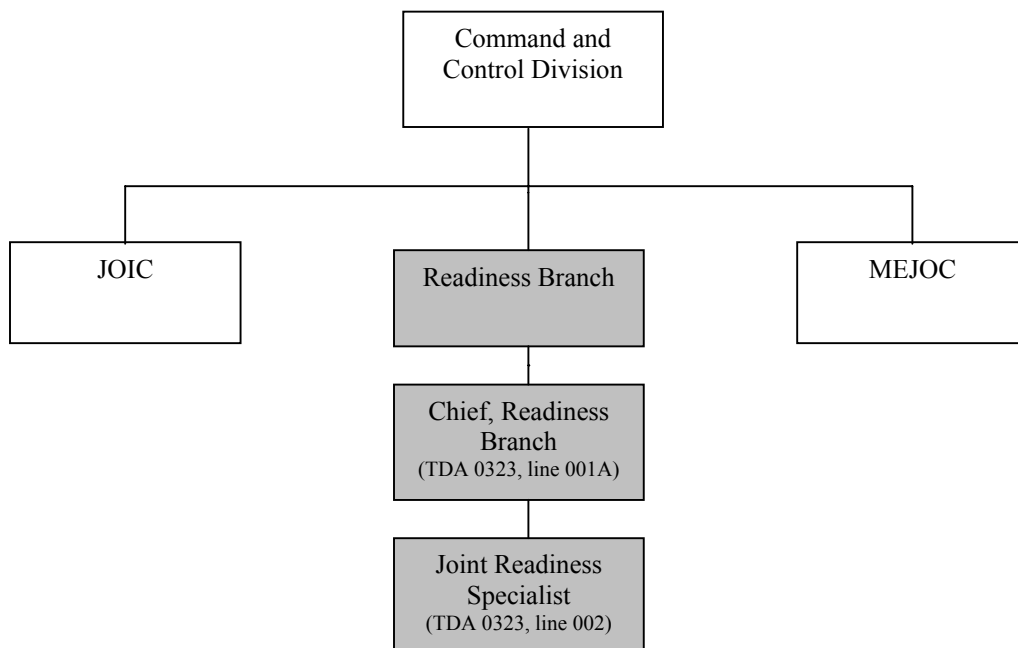
3. FUNCTIONS. The Readiness Branch exercises responsibility for the following functions:

- a. Manages, prepares and conducts the CINC's Joint Monthly Readiness Review (JMRR).
- b. Prepares, reviews and coordinates Integrated Priority Lists (IPL).
- c. Manages and reviews the Command's Quarterly Readiness Report to Congress.

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- d. Conducts research and analysis of readiness policy and programs.
- e. Participates in Joint Readiness conferences and seminars.
- f. Manages and coordinates JWCA and Joint Requirements Oversight Council actions for the J3 Directorate.
- g. Assembles the Director of Operations requirements for funding prioritization at the theater and national levels.
- h. Responds to readiness taskings and staff actions.
- i. Manages and validates deficiency database.
- j. Reviews and provides recommendations to Readiness Directives/Chairman's Readiness System.

4. **ORGANIZATIONAL STRUCTURE.** The Readiness Branch one of three branches aligned under the Command and Control Division. The structure of the Readiness Branch is depicted in the graphic below.



5. **WORKLOAD DATA.** The workload for the Readiness Branch consists of the following tasks:

- a. Manages, prepares, conducts and briefs the CINC on the Joint Monthly Readiness Review (JMRR); includes managing and monitoring actions taken to address readiness deficiencies and linking critical joint warfighting needs to key DoD resourcing processes

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- b. Briefs all staff, in English and in Spanish as required, on the JMRR
- c. Briefs in-coming Action Officers and Directors on JMRR
- d. Prepares papers for the CINC's testimony to Congress
- e. Manages/prepares the MACOM's portion of the Quarterly Readiness Report to Congress (QRRC)
- f. Provides input for the MACOM portion of the Quadrennial Defense Review (QDR)
- g. Manages and prepares the Joint Warfighting Capabilities Assessment (JWCA) for the J3 Directorate
- h. Serves as the J3 Point of Contact (POC) for the Joint Requirements Oversight Council (JROC)
- i. Serves as the J3 POC for developing the MACOM's Integrated Priority List (IPL)
- j. Prepares papers for Presidential and other VIP to the area of responsibility (AOR)

Individual Task Sheets detailing the work for each requested position in the Readiness Branch are attached.

6. WORK CENTER COMMENTS.

- a. The Chief, Readiness Branch became a GS position in 2001. It was previously a USAF O-4 position.
- b. The branch is currently manned by one (1) civilian and augmented by one (1) USAF Reserve Major. When one person is gone, the other takes on all the many duties of the branch. In these instances, the mission accomplishment is degraded.
- c. The previous Readiness Branch Chief transferred to another position in July. Duties and responsibilities were absorbed/performed by the JMRR Specialist. To assist with the workload, the Readiness Branch is currently augmented by a USAFR O-4, who has little experience in this area. Once he is trained, he will handle only IPL and JWCA. He will be assigned to this position for only 179 days and will not have the time to learn all the other functions of the job.
- d. In the FY02/03 timeframe, the workload will increase in the form of TPFDD requirements, extensive readiness reports and briefings, and meticulous coordination/exchange of information with all other CINCs/Force Providers/Combat Support Agencies, and Joint Staff agencies. This Branch will also be required to provide various information on any contingency operation to all Unified CINCs. The increase in the number of products required will reduce the quality of all products, due to a reduced amount of time for completion and increased workload with no projected increase in manpower.

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e. The Readiness Branch directly impacts how the MACOM performs its portion of the National Military Strategy. This is done through the various reports to the Chairman of the Joints Chiefs of Staff, the Secretary of Defense and Congress.

f. Each product developed by the Readiness Branch needs complete in-depth research in order to create a relevant and timely report and present it to various personnel. The high level of contacts, importance, and visibility of these reports require the best possible product from the branch. We estimate there are 2.5 man-years of work required from this branch. This can best be accomplished with two permanent positions (GS13, GS12), augmented by a reservist when needed.

7. REQUESTED POSITIONS AND RATIONALE.

a. **Chief, Readiness Branch, GS13, Series 0301, TDA paragraph 0323, line 001A.**
Supervises Readiness Branch staff members. Manages, prepares/coordinates MACOM's Joint Monthly Readiness Review (JMRR) assessment and monitors status of actions taken to address readiness deficiencies. Links critical joint warfighting needs to key DoD resourcing process. Serves as the J3 point of contact for the Quadrennial Defense Review, Chairman's Quarterly Readiness Report to Congress (QRRR), Joint Warfighting Capabilities Assessment (JWCA), Joint Requirements Oversight Council (JROC), and the MACOM's Integrated Priority List (IPL). Integrates all J3 resource programs and impacts on decisions reflected in the SECDEF's Budgetary Planning Guidance. Serves as the Deputy Foreign Disclosure (FD) Office. Individual Task Sheet for this position is attached.

b. **Joint Readiness Specialist, GS12, Series 0301, TDA paragraph 0323, line 002.**
Serves as Joint Readiness Specialist on issues relating to current, macro-level assessment of MACOM's near-term and projected operational issues via the Joint Monthly Readiness Review (JMRR). Provides MACOM Readiness input into the Joint Requirements Oversight Council and Joint warfighting Capabilities Assessment. Manages, provides recommendations to and consolidates Quarterly Readiness Report to Congress and Quadrennial Defense Review inputs. Performs readiness assessments and provides analysis of war plans. Monitors joint and unit readiness of assigned forces and resources. Analyzes the impact of force deployments on the National Military Strategy. Manages and updates MACOM's JMRR Deficiency Database. Operates and makes recommendations for the Global Command and Control System technical improvements in consonance with overall policy and system objectives. Participates and hosts conferences in Readiness planning and policies. Performs other duties as assigned. Individual Task Sheet for this position is attached.

2 Attachments:
Individual Task Sheets